

Introduction

California's Political Reform Act (the "Act") requires that lobbying disclosure reports, as described in this manual, provide the public with the identity of persons who make payments for the purpose of influencing the actions of the California State Legislature, the actions of the Governor in approving or vetoing legislation, and quasi-legislative actions of California state agencies, including the Governor's office.

This manual provides important information on lobbying disclosure rules for five types of filers:

- Lobbyists;
- Lobbying Firms;
- Lobbyist Employers;
- Lobbying Coalitions; and
- \$5,000 Filers.

Terminology

It may be helpful to review Appendix 1 in this manual to become familiar with the different terms used throughout this manual.

Controlling Law

This manual summarizes key lobbying disclosure laws, regulations and Commission opinions, and draws from years of FPPC staff advice on complying with the provisions of the Act. If there are any discrepancies between the manual and the Act or its corresponding regulations and opinions, the Act and its regulations and opinions will control.

Need Help?

If you need assistance, the Fair Political Practices Commission has a toll-free advice line:

1-866-ASK-FPPC
(1-866-275-3772)

FPPC employees are available Monday through Friday to help you. In addition, the FPPC website contains forms, manuals, and a wealth of other helpful information. (See Appendix 2 for more information.)

How to Use this Manual

This manual has been prepared to assist lobbyists, lobbying firms, lobbyist employers, lobbying coalitions, and \$5,000 filers to comply with the Act's numerous and often detailed rules. The manual is written in a "user friendly" format so that filers may have a resource guide. It is organized by subject matter and addresses the most common issues of lobbying disclosure.

Lobbying Forms

The following is a list of lobbying disclosure forms. Each form may be found under "Forms" on the Commission's website or, if you are viewing this online, simply click on a specific form name or number.

601 – Lobbying Firm Registration Statement

The registration statement is used by business entities (including individual contract lobbyists) that engage in lobbying activity on behalf of any other person.

602 – Lobbying Firm Activity Authorization

The authorization statement is used by persons that employ or contract with a lobbying firm. This form is filed with the lobbying firm's registration statement, Form 601, or with an amendment to a lobbying firm's registration statement, Form 605, when the lobbying firm is adding a client.

603 – Lobbyist Employer or Lobbying Coalition Registration Statement

The registration statement is used by persons who employ one or more in-house lobbyists.

604 – Lobbyist Certification Statement

The certification statement is used by individuals who qualify as lobbyists, including individual contract lobbyists.

605 – Amendment to Registration – Lobbying Firm, Lobbyist Employer, and Lobbying Coalition

The amendment form is used to amend registration forms filed by lobbying firms, Form 601, and lobbyist employers/lobbying coalitions, Form 603.

606 – Notice of Termination

Used by lobbyists, lobbying firms, and lobbyist employers/lobbying coalitions that, during a legislative session, cease all lobbying activity.

607 – Notice of Withdrawal

Used by a lobbyist or lobbying firm that filed a certification or registration statement, respectively, but never qualified as a lobbyist or a lobbying firm.

615 – Lobbyist Report

Used by lobbyists (including contract lobbyists) to disclose payments made in connection with influencing legislative or administrative action.

625 – Report of Lobbying Firm

Used by lobbying firms (including contract lobbyists) to disclose legislative or administrative action the lobbying firm attempted to influence, and payments made and received in connection with influencing legislative or administrative action.

630 – Attachment Form 630 – Payments Made to Lobbying Coalitions

Used by lobbying firms and lobbyist employers to disclose payments to a lobbying coalition.

635 – Report of Lobbyist Employer and Report of Lobbying Coalition

Used by lobbyist employers/lobbying coalitions to disclose legislative or administrative action the employer/coalition attempted to influence, and payments made in connection with influencing legislative or administrative action.

635-C – Attachment Form 635-C – Payments Received by Lobbying Coalition

Used by lobbying coalitions to disclose payments received from members of the coalition.

640 – Attachment Form 640 – Governmental Agencies Reporting of “Other Payments to Influence Legislative or Administrative Action”

Used by state and local government agencies that qualify as lobbyist employers/lobbying coalitions or \$5,000 filers to disclose certain payments of \$250 or more under “Other Payments to Influence Legislative or Administrative Action.”

645 – Report of Person Spending \$5,000 or More to Influence Legislative or Administrative Action

Used by persons who do not employ a lobbyist or contract with a lobbying firm but who make payments to influence legislative or administrative action (including payments to a lobbying coalition) totaling \$5,000 or more in a calendar quarter.

690 – Amendment to Lobbying Disclosure Report

Used to amend a lobbying disclosure report (e.g., Form 615, Form 625, Form 630, Form 635, Form 635-C, Form 640, and Form 645).